



EXAM TITLE: ACCOUNTING TECHNICIAN
CLASS CODE: 1741
EXAM CODE: 6PI10
Department: CALIFORNIA PRISON INDUSTRY AUTHORITY
Bulletin Release Date: DECEMBER 14, 2016
Final Filing Date: DECEMBER 28, 2016
Type of Examination: PROMOTIONAL – (FOR CALIFORNIA PRISON INDUSTRY AUTHORITY EMPLOYEES ONLY)

EQUAL EMPLOYMENT OPPORTUNITY

The State of California is an Equal Opportunity Employer to all, regardless of age, ancestry, color, disability (mental and physical) exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

POSITION(S) EXIST IN

STATEWIDE

WHO SHOULD APPLY

Applicants who meet the minimum qualifications (entrance requirements). This is a PROMOTIONAL examination. Applicants must have a permanent civil service appointment and be currently employed with the California Prison Industry Authority as of the final filing date, in order to participate in this examination or must be: 1) current or former legislative employee meeting the criteria defined in Government Code (GC) , Section 18990 or 2) an exempt employee meeting the criteria defined in GC, Section 18992 or 3) a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in GC, Section 18991. (If applicable, please submit a copy of your DD214 or other official discharge documents.)

HOW TO APPLY

State Applications (Form STD 678) must be filed by mail or in person, with the California Prison Industry Authority (CALPIA), Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200.

YOUR STATE APPLICATION MUST INCLUDE THE ABOVE "EXAM TITLE" AND "EXAM CODE" IN ORDER TO BE CONSIDERED FOR ADMITTANCE TO THE EXAMINATION.

DO NOT SEND APPLICATIONS TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR)

FINAL FILING DATE

State Applications (Form STD 678) must be **POSTMARKED** and/or received by California Prison Industry Authority no later than 5:00 p.m. on December 28, 2016. **Faxed or e-mailed applications will not be accepted.** Applications postmarked, personally delivered, or received via interoffice mail after December 28, 2016, will not be accepted for any reason.

QUALIFICATIONS APPRAISAL INTERVIEW

It is anticipated interviews will be conducted during the months of **JANUARY/FEBRUARY 2017.**

SALARY RANGE

\$2758-\$3455

EXAMINATION INFORMATION

QUALIFICATIONS APPRAISAL – WEIGHTED 100%

This examination will consist of a qualifications appraisal interview. During their interview, competitors should be prepared to answer questions relating to areas shown under SCOPE OF THE EXAM. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, please contact the CALPIA Examination Unit at (916) 358-2696 to make specific arrangements.

CALIFORNIA RELAY (TELEPHONE) SERVICE FOR THE DEAF OR HEARING-IMPAIRED:
FROM TDD PHONES: 1-800-735-2929 FROM VOICE PHONES: 1-800-735-2922

ELIGIBLE LIST INFORMATION

A sub-divisional PROMOTIONAL eligibility list will be established for the California Prison Industry Authority (CALPIA). Eligibility expires **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

POSITION DESCRIPTION

Maintains bookkeeping and accounting control records; posts to subsidiary ledgers; makes the more difficult adjusting entries required in correcting tax computation errors and other discrepancies; closes and balances accounts; compiles data for budget preparation purposes; reports, and documents; prepares correspondence; researches original input documents to trace, identify and correct errors; prepares input documents to correct errors; maintains control of account codes and expenditure authorizations; checks allotments to see how much money has been encumbered by program; receives contracts where the department is entering into agreement to pay for specific services; posts amendments to contracts; receives, reviews and processes claims for payment in accordance with contract stipulations.

PLEASE NOTE: *Positions in this class may be required to supervise offender clerks, depending on the requirements of the position.*

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

It is your responsibility to make sure you meet the education and/or experience requirements as stated on this announcement at the time application is filed.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination. Applicants must meet the education and/or experience requirements for this examination at the time the application is filed. All applications/resumes must include “to” and “from” employment dates (month/day/year), time-base, civil service class title(s) and range, if applicable. If utilizing the Education Pattern, please provide a copy of your degree or transcript. College course information must include: title, semester, or quarter credits, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

If using Out of Class (OOC) experience towards meeting minimum qualifications for this examination, it is the responsibility of the applicant to provide OOC verification that has been approved by the Human Resources Unit. Please Note: If documentation is not provided during the examination filing period, your application may be rejected.

MINIMUM QUALIFICATIONS

EXPERIENCE: Two years of experience in keeping or reviewing accounting or fiscal records, or three years of general clerical experience.

AND

EDUCATION: Completion of at least nine semester hours of a professional accounting curriculum. (Additional experience in keeping or reviewing accounting or fiscal records may be substituted for the required education on the basis of one year of experience for six semester hours of accounting training.)

(Completion of a professional accounting curriculum comprising at least 16 semester hours in accounting, given by a recognized residence or correspondence school may be substituted for the required education and experience.)

NOTE: Applications must contain the following information on all accounting, auditing, business law, and related courses completed: title, semester or quarter credits, name of institution, and completion date. Evidence of completion of required course work must be attached to the application at the time of filing (i.e., copy of transcript.) Applications received without this information are subject to rejection.

SCOPE OF THE EXAM

A. Knowledge of:

1. Basic practices of financial record keeping to maintain (check and balances) accounting records.
2. Basic mathematical concepts and principles, including addition, subtraction and multiplication to perform assigned duties.
3. Basic principles of accounting, and use of accounting reporting systems to post and correct accounting transactions.
4. Basic governmental accounting principles to ensure compliance.
5. Basic computer software (i.e. Outlook, Word processing, and Excel) to provide direction and information on various accounting functions.

B. Ability to:

1. Interpret contracts accurately, and apply terms and conditions to contracts to monitor and ensure compliance.
2. Interpret governmental laws and rules to ensure requirements are met.
3. Audit accounting data and identify discrepancies to ensure accuracy in processing information.
4. Act as lead person providing instructions and training in a professional and effective manner to resolve problems and share information.
5. Communicate ideas effectively (i.e., verbally and in writing) to secure and maintain respect and cooperation of others.
6. Give clear and concise instructions to internal/external customers in a professional and effective manner to ensure proper functionality.
7. Operate common office machinery (i.e., computers, 10-key, etc.) used in financial record keeping to complete accounting functions and ensure accuracy of transactions performed.
8. Make mathematical computations rapidly and accurately to maintain accounting records.
9. Develop and interpret accounting data to determine appropriate actions.

SPECIAL NOTE: EDUCATION AND EXPERIENCE

If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, regardless of how long it has been since you attained the experience. Supplementary information will be accepted but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

VETERANS' PREFERENCE

Veterans' credit **will not** be added to the final score for this examination, because it is a PROMOTIONAL examination and therefore does not meet the requirements.

CAREER CREDITS

Career Credits **will not** be added to the final score for this examination, because it is a PROMOTIONAL examination and therefore does not meet the requirements.

QUESTIONS?

If you have any questions concerning this announcement, please contact CALPIA, Examination Unit, 560 East Natoma Street, Folsom, CA 95630-2200 at (916) 358-2696.

GENERAL INFORMATION

CALPIA reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified accordingly.

For an examination without a written feature, it is the candidate's responsibility to contact the California Prison Industry Authority at (916) 358-2696 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview, due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at California Department of Human Resources (CalHR), local offices of the Employment Development Department, the CALPIA Human Resources, and online at www.calpia.ca.gov.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, oral interviews are scheduled at Folsom headquarters and correctional institutions throughout the State. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) Subdivisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin and under certain circumstances may be extended beyond that time.

General Qualifications: Candidates should possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In OPEN examinations, an investigation may be made of employment records and personal history and fingerprinting may be required. Any limitation, which restricts a person from safely performing the essential functions of the position, may constitute the basis for removal of the candidate's name from the eligible list.

Background Investigation: If you are successful in this examination, you may be required to complete a background investigation form disclosing information on arrests and driving violations. Candidates will be fingerprinted to search fingerprint files to disclose any criminal record. The hiring agency will use this information to determine your suitability to become a CALPIA employee. Information collected for a background investigation is distinct from that required on the Examination Application (STD 678) which is completed prior to the examination. You will be required to divulge arrest and/or conviction information on the background investigation document that is not required when completing the Examination Application.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work, 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Policy of Nondiscrimination on the Basis of Disability and Equal Employment Opportunity Statement: The California Prison Industry Authority does not discriminate on the basis of disability in employment or in the admission and access to its program or activities. The Equal Employment Opportunity Office has been designated to coordinate and carry out this agency's compliance with the nondiscrimination requirements to Title II of the Americans with Disabilities Act (ADA). Information concerning the provisions of the ADA, and the rights provided thereunder, is available from the ADA Coordinator at 560 East Natoma Street, Folsom, CA 95630-2200.

CALIFORNIA PRISON INDUSTRY AUTHORITY
EXAMINATION UNIT
560 EAST NATOMA STREET * FOLSOM, CA 95630-2200
www.calpia.ca.gov